



1603 22nd Street
Anacortes, WA 98221
360-293-0673 (phone)
360-299-2953 (fax)

MINUTES

Regular Meeting of the Board of Commissioners
Fidalgo Pool and Fitness Center
Thursday, August 16, 2017, 5:30 p.m.
The public was invited except for the Executive Session.

CALL TO ORDER

The meeting was called to order by Commissioner Jeremy McNett at 5:30 p.m.
Commissioners Present, Christine Mathes, Jeremy McNett, Mel Larsen
Commissioner Absent: David Way, Andrew Olson
Staff Present: Executive Director Mitch Everton

APPROVAL OF MINUTES

- The Regular Board of Commissioners Meeting Minutes for August 3, 2017 were approved (McNett, Mathes, Larsen).

APPROVAL OF VOUCHER(S)

August vouchers to-date were approved for payment.

PUBLIC COMMENTS/CORRESPONDENCE

None.

DIRECTOR/MANAGER/COMMITTEE REPORTS

Report detail was reviewed and discussed with the commissioners. Please see reports attached.

Financials

Financial reports were incomplete. They will be reviewed in their entirety at the September meeting.

Old Business

ED spoke with Stan Lokting @ ARC. He is forging ahead, based on the timeline he provided. We should have a rough draft back by the end of the month.

Child retrieval policy was approved and is attached.

New Business

Amanda Wilson addressed public project construction procedures, focusing on Design-Build vs traditional low-bid procedures.

- **Executive Session ordered by Commissioner Andrew Olson as permitted by RCW 42.30.110 – Personnel and Publicly Bid Contracts.**

- Session began at 7:00 pm and ended at 7:30 PM. Public meeting resumed at 7:30 pm.

ADJOURN

MOTION: A motion was made and seconded (MATHES/MCNETT) to adjourn the meeting at 7:30 p.m. The motion passed unanimously.

The next regular meeting is scheduled for Thursday, September 21, 2017, 5:30 p.m. at Fidalgo Pool and Fitness Center conference room.



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**Agenda for the Regular Meeting of
The Board of Commissioners**

Date and Time: 5:30 p.m. Thursday, August 16, 2017

Location: Fidalgo Pool & Fitness Center

1. CALL TO ORDER

Welcome Guests. Identify Commissioners and Staff Present.

2. PUBLIC COMMENTS

3. APPROVAL OF THE MINUTES

- Regular Board of Commissioners Meeting Minutes August 3, 2017 ✓

4. CONSENT AGENDA

- Approval of the Vouchers ✓

5. DIRECTOR/MANAGER/COMMITTEE REPORTS ✓

6. FINANCIAL REPORTS

7. OLD BUSINESS

- ARC – Stan Lokting
- Policy Review: Child Retrieval *Approved*

8. NEW BUSINESS

- Public Projects Construction Procedures—Amanda Wilson

There will be an executive session, ordered by Commissioner Andrew Olsen pursuant to RCW 42.30.110 to discuss personnel matters.

ADJOURN

The next regular meeting is scheduled for Thursday, September 21, 2017, 5:30 p.m. at Fidalgo Pool and Fitness.

If there are any questions regarding this agenda, please contact Andrew Olson, Chair at 202-8796 or Mitch Everton, Executive Director at 293-0673, 299-2953 (fax) or meverton@fidalgopool.com.



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Regular Meeting of the Board of Commissioners
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The public was invited except for the Executive Session.

CALL TO ORDER

The meeting was called to order by Commissioner Andrew Olson at 5:30 p.m.
Commissioners Present, Christine Mathes, David Way, Jeremy McNett, Mel Larsen
Commissioner Absent: None
Staff Present: Executive Director Mitch Everton

APPROVAL OF MINUTES

- The Regular Board of Commissioners Meeting Minutes for May 4, 2017 were approved (Larsen, Mathes, Way), with correction a typographical error.
- The Regular Board of Commissioners Meeting Minutes for June 1, 2017 were approved (Mathes, Way, McNett).
- The Regular Board of Commissioners Meeting Minutes for July 6, 2017 were approved (Olsen, Mathes, Larsen).
- The Special Board of Commissioners Meeting Minutes for July 27, 2017 were approved (Olsen, Mathes, Larsen), with correction of a typographical error.

APPROVAL OF VOUCHER(S)

July vouchers were approved for payment.

PUBLIC COMMENTS/CORRESPONDENCE

None.

DIRECTOR/MANAGER/COMMITTEE REPORTS

Report detail was reviewed and discussed with the commissioners. Please see reports attached. It was agreed that Olsen and ED will follow up on the Brivo door system and come back to the Board with a more detailed cost proposal.

Financials

Financials were reviewed and accepted. Please see report attached.

Old Business

The Preferred Plan & Report timeline issued by ARC was reviewed and discussed. The timeline was accepted by the Commission. ED was directed to get back with Stan Lokting and forge ahead to address the milestones presented.

New Business

A proposed policy on child retrieval was reviewed and discussed. It was agreed that the language would be changed to incorporate “best efforts” to reach responsible parties. The commissioners also requested that ED follow up with APD to determine best procedures should children not be picked up on a timely basis. The policy will be represented at the August 16 meeting for review and adoption.

Commissioners approved consultant use: Erin Bunker (accounting/Quickbooks) and Tyler Starkovich (IT).

- **Executive Session ordered by Commissioner Andrew Olson as permitted by RCW 42.30.110 – Personnel and Publicly Bid Contracts.**
 - Session began at 7:00 pm and ended at 7:30 PM. Public meeting resumed at 7:30 pm.

ADJOURN

MOTION: A motion was made and seconded (MATHES/MCNETT) to adjourn the meeting at 7:30 p.m. The motion passed unanimously.

The next regular meeting is scheduled for Wednesday, August 16, 2017, 5:30 p.m. at Fidalgo Pool and Fitness Center conference room.

Executive Director Report

1. The Easy Facility database is badly out of whack—patrons who haven't touched the facility in years as shown as "Active." Patrons enrolled in one program are shown as enrolled in something else. I have put procedures in place at the front desk to ensure that as folks change programs, the database is changed as well. It's a mess. Important to understanding pricing and also the ability to implement auto-pay.
2. The upstairs sound system is spotty and unreliable. Old equipment. I'm having Kyle look at replacing it with Sonos speakers and wifi interface. I've asked Friends to look at underwriting cost. Also looking at redesigning the room to provide more storage space.
3. Vending machines are on order but delayed. Should be installed in the next couple of weeks.
4. Andrew and I have had several discussions re: auto entry system (Brivo). Need to get a handle on electrical. Looks like locker room and upstairs doors can be switched over; fitness center door is problematic. Commission will need to look at cost.
5. When city leased the space for the senior center years ago it involved two parcels—senior center and the upper parking lot. As such, city is responsible for maintenance. Have not taken responsibility for this the past few years. I sent applicable documents to the Mayor for review. We will get them on board and on a regular schedule. * D → L *
6. I would like to engage two consultants: Erin Bunker (Quickbooks) and Tyler Starkovich (IT). Need formal Commission approval to do so.
7. I plan on conducting focus group sessions for development of a cohesive strategic planning process after Labor Day. Will begin organizing the sessions mid-August.
8. County investment has been expanded: \$125K—six-month Treasury; \$125K—twelve-month Treasury; and \$50K State Fund, which is totally liquid and can be cashed in 24 hours. Not much in terms of interest rate—around 1% on the investments—but at least earning something.

↳ \$300K STATE FUND

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Mitch Everton

From: Carla Bigelow <cbigelow@fidalgopool.com>
Sent: Tuesday, August 01, 2017 9:03 AM
To: Mitch Everton
Subject: Manager Report - revised

FITNESS:

Equipment/Physical Plant:

A new Precor Elliptical Trainer was delivered on Friday, ^{July}~~August~~ 28. The new machine has a slimmer profile than the other elliptical. Patrons have already enjoyed using it and have had positive comments about the feel of the machine.

Precor Maintenance came out for quarterly maintenance a month early in order to address an issue with both treadmills. Both treadmills are back in good working order. Jeff will also be helping Carla B. and Kyle with rearranging the Fitness Center equipment during shut-down.

Kyle has been researching cost for adding a second mat to the area below the tower. Great Mats, who provided the existing mat, does not make mats in the size needed. A second mat is needed so that individual workout gear can be distributed between the two areas in order to make it easier for patrons to work out safely.

Kyle has also been researching options for replacing the sound system, which continues to malfunction. Instructors are spending too much time dealing with equipment issues.

Carla and Kyle are working with John to look at options for opening up the back (east) end of the GroupX Classroom to address equipment storage issues. Many times equipment, such as the medicine balls are left on the floor which is a tripping hazard.

GroupX Classes:

The GroupX schedule for shutdown is printed and available. Most of the classes will meet as usual. The Fitness Center will be open Monday through Friday from 9 AM - 4 PM for patrons to use the fitness equipment. All GroupX class participants will sign in using a class roster which Carla B. will use to enter visits in to EZFacility.

Carla Rockwell will be taking over the Silver Sneakers class after shutdown. The current instructor has been unable to attend training, which is a requirement of our contract with Tivity. Carla R. is already certified and has several years of experience teaching the format.

Attendance at Gentle Yoga continues to be high. Carla B. and Kyle are looking at options to add both daytime and, possibly, one evening class to our class line up.

AQUATICS:

Equipment:

Carla B. ran a revenue report on the Wibit. It covered the 10 months from September (delivery) through June. Gross revenues were just over \$4100. At this rate, the toy will pay for itself in about three (3) years. The toy has an 8 - 10 year usage life.

GroupX Classes:

Aquatics GroupX classes will return to the regular schedule beginning Monday, August 28, 2017.

Aqua Zumba will be added after Labor Day on a trial basis. Summer attendance historically has been poor. Should attendance increase, the class will still likely be offered only during the school year.

Carla B. is looking for an aquatics fitness professional to take over the Monday/Wednesday AquaFit class. Lori has been leading the class over the summer but will be unable to continue when she goes back to school. Ads will be placed on the Association for Aquatics Professionals webpage and on the Aquatic Exercise Association Facebook page.

Swim School:

Swim School registrations were light this year. In conversations with other aquatics managers in our area it seems to be a trend given the abbreviated school break. It is anticipated that many of our Swim School families will return to lessons in the fall.

Lifeguards/Swim Instructors:

Several of our lifeguards and swim instructors will be heading off to college in the fall. Others will be coming home from summer jobs. Carla is looking at staffing needs for both lifeguarding shifts and for swim school classes.

Carla J. Bigelow

Aquatics & Fitness Manager

Fidalgo Pool & Fitness Center

1603 - 22nd Street
Anacortes, WA 98221

Phone: 360.293.0673, ext. 110

E-mail: cbigelow@fidalgopool.com

FAX: 360.299.2953

Thunderbird Aquatic Club (TAC) – Coaches Report 08-04-17

- The Summer team is going very well. Jason has heard only how much fun kids are having in the program. Jason is hoping to get a number of new kids and families into the fall program.
- Jason took 5 swimmers to Long Course Champs. Swimmers dropped time in 100% of swims and set 5 new team records. Jason is very happy with how the swimmers competed at their champs meet.
 - 200 medley relay, Emmett Moore, Maksym Bondar, Beau Omdal, Nathan Mathes, the previous record was held by Logan Morrison, Brenden Yalle, Blake Norton, Conner Richards set in 2011
 - 100 backstroke, Emmett Moore 1:03.26, previous record was held by Jon Magers, 1:06.71 set in 1985
 - 100 breaststroke, Maxim Bondar 1:09.45, previous record was held by Jacob Hoxie set in 2017
 - 200 breaststroke, Maxim Bondar 2:36.62, previous record was held by Ian Hansen set in 1998
 - 100 fly, Emmett Moore 59.20, previous record was held by Elliott Hofferth set in 2016
- Calvin took 1 swimmer down to Age Group Champs. We had 5 swimmers qualified for this meet but vacations simply did not work out. At the meet Blair Drew swam three races, dropped time in all of them. She placed 4th in the 100 breaststroke and 3rd in the 50 breaststroke, setting records in both.
- Jason will be taking Zoe Hill to Santa Clara CA to compete in Futures. This meet is the highest level our team has reached in the past 7 years. Jason is hoping to see some great swims and maybe some more team records broken.
- August 5th is our Splash-n-Dash from 8am to 10:30, this is a great youth event for our community and Jason is looking forward to watching the kids have a great time in the event.

August 16 Commissioner Meeting
Management Report

1. I am scheduling a meeting with the Anacortes Policy Department's new chief—John Smalls. He was on vacation last week. I will get on his calendar over the next few days to discuss child retrieval and other pertinent issues.
2. I am considering installing a child care facility in the party room on weekdays. This will enable more patrons to use the facility, with potential revenue offsetting any additional costs that may arise. I understand in years past such a service was offered, then went by the wayside. I would model this room after what a number of local grocery stores—Fred Meyer, Haggen—have done.
3. Fall schedules have been developed and posted.
4. Annual shutdown is in process. John reports that in addition he has reviewed the backflow device for the boiler water make-up feed; performed annual test and certification of all backflow devices; and installed an expansion tank in the domestic water system.
5. Carla reports that the four Sunday Open Swims sponsored by the Anacortes American were a great success. They plan on renewing this next year, as well as during Winter and Spring breaks. Just under 400 swimmers took part. Playhouse Dental, ASD STEM camp and Island Hospital co-sponsored.
6. We are currently working on high school contracts, as well as kayaking, scuba and general scheduling.
7. Blinds are being installed in the fitness center. This space will be reconfigured mid-week.
8. Auto-entry via a Brivo system is in process. Andrew and I will have a report for the September meeting. Auto-pay and Auto-renew capabilities are operational.
9. The cashiering process has been overhauled, allowing each cashier to work independently of the others. This should also simplify training new cashiers.

Policy Draft

Child Retrieval by Parents/Legal Guardians

It is expected that children participating in FPFC evening events shall be retrieved promptly by a responsible party at the conclusion of the event. In the event that a child has not been picked-up within 30 minutes of event conclusion despite best efforts to contact the responsible party, it is FPFC policy to notify law enforcement, who will then take responsibility for the child and attempt to connect with the parent or legal guardian. In the event of law enforcement notification, the referring employee shall notify a manager and complete an Incident Report detailing the circumstances.